

19th Congressional District
Student Internship Application Form
Serving Adams, Cumberland, and York Counties

General Information

First Name	Middle Name	Last Name
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Permanent Address

City	State	Zip
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Home Telephone	Other Telephone
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E-mail Address

School Mailing Address

City	State	Zip
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School Telephone Number

Date of Birth	Place of Birth
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Parents' or Guardians' Names

In which office(s) are you interested in serving?

☐ Adams ☐ Cumberland ☐ York ☐ Washington, DC

When are you available for an internship?

☐ Fall Semester ☐ Spring Semester ☐ Summer Semester

If no paid positions are available, would you be willing to accept an unpaid or voluntary position? ☐ Yes ☐ No

School Information

High School	Grade Average (on a 4.0 scale)*	Graduation Date
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High School Address

High School Activities

College	Grade Average (on a 4.0 scale)*	Graduation Date
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College Address

College Activities

* Not including a numerical GPA will put your application at a disadvantage. Please use the 4.0 scale – that is, A=4, B=3, C=2, D=1, F=0.

Previous Work Experience

Employer	Address	Dates
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Duties

Employer	Address	Dates
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Duties

Office Skills

You must have a good attitude and personality. You must have the ability to work well with people in a busy, fast-paced office setting. Please check the office equipment and computer programs you are familiar with; list others not listed below.

☐ Filing Systems
☐ Multi-line phone system
☐ Microsoft Word

☐ Photocopy machine
☐ Personal computer
☐ Databases/spreadsheets

☐ Facsimile Machine
☐ E-mail/Internet
☐ PageMaker

Others: _____

Briefly list previous office experience

[illegible]

Please list three references

1.	_____	_____	_____
	Name	Phone Number	Relationship
2.	_____	_____	_____
	Name	Phone Number	Relationship
3.	_____	_____	_____
	Name	Phone Number	Relationship

Your Signature

_____	_____	_____
Signature	Social Security Number	Date

Deadlines for application

- ☐ Fall Internship – Application deadline is August 15.
- ☐ Spring Internship – Application deadline is December 15.
- ☐ Summer Internship – Application deadline is January 15.

Please return to:

Internship Coordinator
Office of Congressman Todd Platts
2209 East Market Street
York, PA 17402

Please call (717) 600-1919 with any questions.